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11 DEC 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Postal Service Project

25X1A 1. A meeting of representatives from United States Government Agencies was held by the General Services Administration, National Archives and Records Service (NARS) on 9 December 1969. The meeting took place in the conference room of the National Archives Building. The thirty (30) Government representatives in attendance were, for the most part, management and/or training officials directly concerned with or responsible for mail improvement programs within each Agency. Messrs. Robert [redacted] attended on behalf of the Agency and Mr. George E. Meloon.

2. The meeting was chaired by Mr. Artel Ricks, Director, Paperwork Standards and Automation Division, NARS. He was assisted by Messrs. Jack Shurman and Fred Babbel, Management Analysts. Mr. Ricks opened the meeting with a review of the President's memorandum for the Heads of Departments and Agencies dated July 24, 1968, and a general discussion of the major problems confronting the post office.

3. Mr. Ricks stated that "Mail Improvement Program Training" was the subject of the meeting, and that the primary concern was how to reach and train approximately three hundred thousand (300,000) Government employees, each responsible for the preparation or handling of mail to one degree or another, on a country-wide basis. Major agenda items were as follows:

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- a. Sharing indoctrination effort between Agencies.
 - b. How best to estimate average attendance in 150 cities selected as training areas.
 - (1) Selection of "Resource Leaders" (primary) for training
 - (2) Mail preparers
 - c. How best to reach people in areas remote from the 150 cities.
 - d. Reimbursable training (by NARS) for mail preparers.
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- e. How best to reserve "Prepare with Care" booklet for coordination with workshop training.
 - f. Possible loan of Department of Defense (DOD) training aids to other Agencies.
4. Implementation of the mail improvement program training schedule will be as follows:
- a. Within the next two weeks (period 9 - 23 December 1969) the Mail Improvement Coordinator of each Agency will receive a letter identifying the 150 cities in which training will be given.
 - b. Within three weeks after receipt of the above noted letter, each Agency must furnish in writing a list of candidates (by number) for training in each city as desired.
 - c. All required internal Agency training to be given to "Resource Leader" candidates and mail preparers by end of January 1970 if possible.
 - d. Copies of new postal guidelines, Postal Regulations, and a booklet entitled "Prepare with Care" will be furnished to each Agency within next four to six weeks. Numbers of copies will be limited and each Agency is expected to reproduce needs internally.
 - e. The new Government mail system to be in use (without exception) by 1 July 1970.
 - f. Periodic written reports (as yet not scheduled) to be submitted by all Agency Mail Improvement Coordinators with subjects as follows:
 - (1) How many personnel given required training
 - (2) In what areas are Agencies experiencing difficulty in complying with new regulations. (Example: delay in change over of mailing list format)
5. Washington, D. C. is one of the 150 cities where centralized training will be given to personnel from all participating Agencies. This training will be directed toward "Resource Leaders" and persons with prime responsibility for preparing mail

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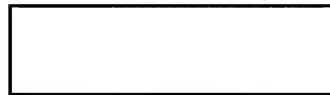
intended for insertion in the postal system. Each Agency is expected to conduct such internal mail improvement training as may be required. To assist with internal training programs, the following training aids are available from NARS:

a. A fifteen minute sound film entitled "Prepare with Care." The film (in color) graphically illustrates problems caused by trying to process improperly prepared or "non-standard" mail with high speed automated equipment. Cost: 1 reel, \$75.00; 2-10 reels, \$65.00 each; 11-24 reels, \$52.50 each.

b. One hundred twenty-five slides with cued sound tape. Subject "Proper Selection of Envelopes, How to Prepare Mail; What to Avoid." Cost: \$20.00 if ordered within next two weeks, \$60.00 if ordered later.

NARS will have a limited number of films and slides for loan purposes on country-wide basis, but it is anticipated each Agency will procure items for internal needs. NARS will also send training teams to each Agency on a reimbursable basis only.

6. NARS will convene an inter-Agency forms management conference on 19 December 1969 in the 5th Floor Auditorium, National Archives Building. Those representatives attending meeting of 9 December not required to attend conference, but are welcome to do so.



Planning Staff, OL

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